

RFP '15/11/P
Personnel Investigations

Date: 10/21/14

Listed below are the questions that have been raised concerning the aforementioned RFP.

#1 – Page 12 of the RFP:

"You ask for a letter of introduction that includes items "a-n". This seems to be a lot of information in an introduction letter. Please clarify you want information for all items, "a-n", in one single letter, or what exact information do you want in the introduction letter, and what items we can separate out into "sections".

ANSWER:

All information is required MUST be provided. If the responder would like to break the information into sections they may but the sections must be clearly labeled and tie back to submittal requirements by page # and section #.

#2 – Page 12 of the RFP, Item "d":

"Please expound upon "Work plan or approach". What exactly are you looking for?"

ANSWER:

We are looking for information that will explain the responder's plan and approach to conducting personnel investigations. A sample of work (names and identifiers removed) is required and MUST be provided.

#3 – Page 12 of the RFP, Item "n":

"Without knowing how many investigations we will be assigned, the depth of the investigation, how many investigators will be needed, etc. this will be difficult, it not impossible, to determine. Would you like us to provide a "guess" with a caveat that some investigations will cost more than others?"

ANSWER:

Providing a "guess" is NOT acceptable. The responder must provide a bona-fide cost proposal. Personnel Investigations are episodic and unpredictable and as such the City of Santa Fe cannot predict how many there will be or how extensive they may be either. The responder must submit a cost proposal that is appropriate for the manner in which they do business.